

***NATIONAL WEATHER SERVICE EASTERN REGION SUPPLEMENT 16-2004
APPLICABLE TO NWSI 10-1804
September 15, 2004***

***Operations and Services
Service Outreach Reporting Requirements, NWSPD 10-18, NWSI 10-1804
Office Drills***

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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<signed>

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Date

Office Drills

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1. Purpose. The purpose of this supplement is to establish guidelines and procedures for conducting and reporting emergency drills, as listed in Directive 10-1804.
2. Types of Drills. There are two main types of drills:
 - A. Internal. Internal drills should be tailored to the local area to increase employee familiarity with local geography, topography, communications systems, etc. Procedural changes, recurring problems and known limitations in local warning systems should be highlighted. The use of local forecast techniques and the latest software procedures should be emphasized.
 - B. External. As resources allow, NWS Weather Forecast Offices (WFOs) should initiate and/or participate in community or statewide drills. Because of their impact upon the community, severe local storms, hurricane, flash flood and winter storms are good candidates for community drills. External drills only supplement internal drills, and should not be considered a substitute. External drills are largely a disaster preparedness activity and should be reported in accordance with Directive 10-1804. Statewide and external drills involving state level agencies will be coordinated with the appropriate state liaison office (SLO).
3. Scope of Drills. Variability in station programs and hazard frequency dictates the need for flexibility in the type and scope of office drills. The following guidelines should be followed:
 - A. Drills should be conducted for any program area where life or property is at risk, time is of the essence, and proficiency may deteriorate.
 - B. Drills should be designed to acquaint personnel with new or revised procedures, refresh them on existing procedures and to maintain basic proficiency.
 - C. WFOs should also maintain proficiency in programs areas associated with service back-up.

4. Schedule of Internal Drills. All WFOs should conduct the following types of drills where applicable at least once each year:

Internal Station Drills	
A. Tornado/Severe Weather (Feb-Apr) *	G. Hazardous Material
B. River/Flash Flood	H. Homeland Security/Civil Emergency
C. Winter Weather (Sep-Nov)*	I. Service Backup
D. Dam Break	J. Communications Failure
E. Hurricane/Tropical Storm (Apr-May)*	K. Power Failure
F. Coastal Flood	L. Aircraft Accident

* Suggested times drills should be held.

Local or special requirements may dictate that WFOs/RFCs conduct additional types of drills not specified in this Supplement. Such drills will be reported in accordance with Section 6.

5. Prevention of Inadvertent Test Messages. **WFOs will make every effort to prevent inadvertent test messages from being disseminated.** These messages have a detrimental impact on the relationship between our customers and partners.

A. WFOs must provide preventative measures to each drill participant before each drill, including emphasis about software practice modes and the danger of sending out actual products during the actual drill exercise.

B. Drill questions containing instructions to “Compose and print” should emphasize the steps required to safely issue products during drills.

C. Tests involving Severe Thunderstorm, Tornado and Flash Flood Warnings/Watches should be avoided unless pre-coordination occurs with the SLO and emergency management.

D. When composing test products, do not use exaggerated language.

E. WFOs must ensure that drill participants include multiple “TEST wording” in all practice products and reemphasize compliance with NWS Directive 10-1701, including placement of “TEST” in multiple locations within all drill products. See Appendix A for an example template.

F. Drills that require the preparation of actual products should be done with two or more people present rather than be done individually.

G. Drills should focus on the primary area of responsibility so that impacts on other offices are minimized. **SPECIFIC MENTION OF LARGE METROPOLITAN AREAS SHOULD BE AVOIDED.**

6. Documentation. Each WFO will maintain an on-station record of all drills performed for a period of 5 years. This record will include: date of drill, drill type, and the names of all personnel participating in the drill. Regional Office personnel will review this record during office visits.

WFOs will retain file copies of the actual drill and supporting materials, until the next drill of the same type has been given.

7. Drill Reports. Drills will be reported to Eastern Region Headquarters (ERH) at least annually as stipulated in Directive 10-1804, Appendix A (Annual Service Outreach program), item 10. Drills may be reported electronically to ERH on a quarterly basis by using the Warning Coordination Hazard Awareness reporting software.

Appendix A – Example “Test” product

Below is an example template for "TEST" products based on NWSI 10-1701.

MND HEADER BLOCK TEMPLATE & EXAMPLE (TEST MESSAGES)

The word TEST and an ellipsis begins the Product Type line, and an ellipsis and the word TEST follows the name of the product in the Product Type line.

- 1) Mass News Disseminator Broadcast Instruction Line
 - 2) Mass News Disseminator Product Type Line
 - 3) Issuing Office Line
 - 4) Issuance Date/Time Line
 - 5) Line Feed
 - 6) Headline
 - 7) Line Feed
 - 8) Body
-
- 1) BULLETIN - EAS ACTIVATION REQUESTED
 - 2) **TEST...TORNADO WARNING...TEST**
 - 3) NATIONAL WEATHER SERVICE WILMINGTON OHIO
 - 4) 500 PM EST WED JUN 1 2004
 - 5)
 - 6) **...TEST...TEST...TEST...A TEST TORNADO WARNING HAS BEEN ISSUED IN CONJUNCTION WITH THE ANNUAL SEVERE WEATHER AWARENESS WEEK DRILL...TEST...TEST...TEST...**
 - 7)
 - 8) **TEST...TEST...TEST...THE NATIONAL WEATHER SERVICE IN WILMINGTON HAS ISSUED A TEST TORNADO WARNING IN CONJUNCTION WITH ANNUAL SEVERE WEATHER AWARENESS WEEK DRILL...I REPEAT...THIS IS A TEST MESSAGE.**

Liberal insert the word TEST within the body of the text. Please refer to NWSI 10-1701, Section 4.2.2.e and Section 4.2.2 Important Notes (2) for guidance.